



CHAPTER V BRIDGE REPORTS AND LAYOUTS

SECTION 5-02

PROCEDURE

5-02.1 BRIDGE SURVEY FORMS. Bridge survey data is submitted on standard forms (Forms BR 105 R, 105 SI and 105 S2) to the Bridge Division. These forms are available on CEAL/CADAM.

5-02.2 BRIDGE MEMORANDUM, BRIDGE FIELD CHECK AND BRIDGE FIELD CHECK MEMORANDUM. Upon receipt of the bridge survey, the Bridge Division will review the bridge survey data and make an in-depth analysis of the proposed crossing. The analysis will include hydraulic design of the waterway opening for stream crossings, geometric layout for grade separations, economic analysis of structure types and span lengths and investigation of any special features evident from the bridge survey data. A tentative bridge layout will be prepared.

Under usual circumstances, a bridge memorandum will be prepared on the standard form covering the details of the proposed bridge. Three or four copies of the bridge memorandum (four copies if FHWA preliminary bridge layout approval is required) are sent to the district for review and signature. The district retains one signed copy of the bridge memorandum and returns the remaining signed copies to the Bridge Division for distribution and filing.

If, due to unusual conditions or particular problems at the site which will affect the bridge layout, the district feels that a bridge field check is necessary, the district should request a bridge field check at the time the bridge survey is submitted. Following the bridge field check, the Bridge Division will prepare a field check memorandum similar to the bridge memorandum discussed above. Copies of the field check memorandum will be sent to the district for review and signature. The district will retain one signed copy and return the other signed copies to the Bridge Division.

The bridge memorandum or field check memorandum is the instrument which coordinates bridge plan and roadway plan preparation. If, during the design process, revisions to the bridge or field check memorandum by either the district or the Bridge Division becomes necessary, all parties to the memorandum are to be notified immediately. The proposed revisions must be agreed to and noted on all copies of the memorandum.

An example of the bridge or field check memorandum is shown in [Section 5-03](#).

5-02.3 BRIDGE PERMITS OR APPROVALS BY OTHER AGENCIES.

- Bridge Layout Approval by Organized Drainage District: Written agreement documenting drainage district approval of the proposed structure layout is to be obtained by the district.
- Railroad Approval of Preliminary Bridge Layout and of Final Bridge Plans: Written approval from the railroad of proposed structure and of design plans is obtained by the Transportation Division with the cooperation of the Bridge Division.
- U.S. Corps of Engineers Sec. 404 Permit: Application is initiated by the district, submitted to and further pursued by the Design Division with the cooperation of the Bridge Division.
- U.S. Coast Guard Bridge Permit: When required, application is prepared and submitted by the Bridge Division.
- Utility Relocations or Permits: Agreements are obtained by the district with cooperation, if necessary, of the Design Division and the Bridge Division.
- FHWA Bridge Approvals: When FHWA preliminary bridge layout approval or bridge plan approval is required, written approval is obtained by the Bridge Division.

- Flood Plain Development Permit: The Bridge Division will indicate on the bridge memorandum or field check memorandum when this permit is required. The district will prepare and submit the application to the proper local authority.
- FHWA, Missouri State Historic Preservation Officer (SHPO), Advisory Council on Historic Preservation (ACHP): Disposition of historically significant bridge to be replaced must be determined. The Design Division will coordinate this. Preservation of the historic bridge in place (rehabilitated or for alternative uses such as pedestrian walkway) must be considered.